

GUIDANCE INDEX

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Volume XVII

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COUNSELOR, TEACHER, AND
PROFESSIONAL WORKER**

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NEW SRA GUIDANCE PUBLICATIONS

Better Living Booklet, Helping Children Adjust Socially by Paul H. Landis, State Professor of Rural Psychology, State College of Washington, and Joanne Haer, former teacher of emotionally disturbed children. (See review item No. 24.)

Junior Life Adjustment Booklet, How to Read the News by Per G. Stens-

land, Professor of Education, Texas Technological College, and Larry Dennis, editorial writer, *Des Moines Register and Tribune*. (See review item No. 33.)

Life Adjustment booklet, A Guide to Logical Thinking by William M. Shanner, Executive Director, University of Oklahoma Research Institute. (See review item No. 37.)

DIRECTIONS FOR USE

The Guidance Index lists the best current material in education with emphasis on guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, administrator, and professional worker; the second, for the student.

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk () denotes material especially suitable for the elementary schools.*

Every effort is made to list as many free and inexpensive (50 cents or less) publications as possible. A dagger (†) denotes this material. In this issue of the Guidance Index you will find:

54 items covering 38 subjects. 28 items are free or inexpensive.

Note—The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

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FOR THE ADMINISTRATOR, COUNSELOR, TEACHER, AND PROFESSIONAL WORKER

Items listed in this category give information on guidance and related fields: child development, personal adjustment, education, and vocational guidance.

AUDIO-VISUAL EDUCATION

1. **Educators Guide to Free Slidefilms.** Compiled and edited by Mary Foley Horkheimer and John W. Diffor. 5th ed. [Educators Progress Service, Randolph, Wis.] 1953. 185 pp. \$4.00.

This new edition for the guidance of educators in the selection of slidefilms groups the films into five curriculum areas—Applied Arts, Fine Arts, Health Education, Science, and Social Studies. Films withdrawn since the last edition have been deleted and 177 new titles listed. Information on slidefilm characteristics, content, and conditions of availability is given for each listing. Those filmstrips which are available for permanent loan are indicated. The book is well indexed for quick reference.

CHILD GUIDANCE

2. †**Guiding Children in School and Out.** Reprint Service Bulletin No. 25. [Assn. for Childhood Education Internatl., 1200 15th St., N.W., Washington 5, D.C.] 1952 & 1953. 36 pp. 50c.

This bulletin contains 10 articles, each dealing with some phase of guidance, which first appeared in the 1952-53 issues of *Childhood Education*. Both parents and teachers will find the articles interesting and informative. The authors have written on such subjects as the need for bringing teaching practice more in line with accepted teaching principles, understanding the cues provided by children's behavior, and helping the shy, withdrawn child.

3. **Off to a Good Start.** Irma Simonton Black. Rev. ed. [Harcourt, Brace & Co., 383 Madison Ave., New York 17.] 1953. 287 pp. \$3.50.

This book deals with the problems which confront the parents of small children. Written in non-technical language, the book offers practical suggestions on such problems as helping the overly shy child, teaching children about sex, and recognizing behavior which calls for professional help. The book follows the child through the widening circles of his experience—the self-centered world of the infant, the child in his family circle, with other children and adults beyond the immediate family, and early school experiences. In the final section on the child's intellectual development, the author discusses the child's need for self-expression and the wise selection of playthings.

CITIZENSHIP

4. **Schools and the Development of Good Citizens.** Stanley E. Dimond. [Wayne Univ. Press, 4841 Cass Ave., Detroit 1, Mich.] 1953. 215 pp. \$3.50.

This is the third and final book to be published as the result of the five-year citizenship Education Study conducted by the Detroit Public Schools and Wayne University. Dr. Dimond summarizes the entire Study and gives detailed reports on the participating schools and the conditions which existed in these schools at the time the study began. He also describes the techniques and programs used by the staff of the Study and the faculties of the schools to improve citizenship with an appraisal of the results obtained. His evaluation of the Study will be of interest to other groups who may want to use some of the procedures in local schools. (For information on the other volumes dealing with this Study, see *A Curriculum for Citizenship. Guidance Index*, XVI:6, Sept. '53, and *Emotional Adjustment: A Key to Good Citizenship. Guidance Index*, XVI:9, Dec. '53.)

COUNSELING

5. **Analyzing the Individual.** Kenneth H. Hotchkiss. Amer. Guidance Program Monographs. [Research Publishing Co., Inc., 6 Beacon St., Boston 8, Mass.] 1953. 27 pp. \$1.00.

This monograph discusses the guidance objectives of personality analysis and some of the difficulties involved in this analysis. The subjectivity of the analytic process and the complexity of personality are described as two of the biggest problems faced by the counselor in personality analysis. The importance of such analysis in educational and vocational counseling and in counseling students with personal or social problems is brought out by the author. Sources of information necessary for counseling and methods of securing, organizing, and using such information are discussed in some detail. Among the methods for securing information which the author mentions are the questionnaire, rating scales, and psychological tests.

6. †**The Autobiography.** Clyde Ray Baird. *The Educational Leader*, Vol. XVII, No. 2, October 1, 1953. [Mailing Dept., Kansas State Teachers College, Pittsburg, Kans.] 1953. 23 pp. Free.

This bulletin presents the views of research workers and educators on the value and use of the autobiography as a technique for counseling and classroom situations. Instances of use at all grade levels and background material on the methods used to gather the autographical material are cited. Two of the values of autobiographies mentioned by the author are as a source of factual material and of insight into the student's reactions to the events of his life. The author recommends the autobiography to supplement the information obtained through interviews and tests.

EDUCATION, ELEMENTARY

7. ***The American Elementary School.** Harold G. Shane, Ed. [Harper & Bros., 49 E. 33rd St., New York 16.] 1953. 434 pp. \$5.00.

This Thirteenth Yearbook of the John Dewey Society is intended primarily to furnish those interested in the problems of the elementary school with an overview of the current trends in the field both in theory and classroom application. Each of the contributing educational authorities, states the editor, has analyzed a separate problem of the American elementary school not only to provide a thorough treatment of the subject but to form a body of specialized knowledge as well. The writers have dealt with such topics as the changing interpretations of the elementary curriculum, emerging concepts of child growth, research studies in education, the expanding role of the elementary school, and the effects of public opinion on educational practices. A list of references for further reading will be found at the end of each chapter.

8. ***Bases for Effective Learning.** [Dept. of Elementary School Principals, N.E.A., 1201 16th St., N.W., Washington 6, D.C.] 1952. 390 pp. \$3.00.

This, the Thirty-first Yearbook of the Department of Elementary School Principals, presents ideas drawn from the experiences of elementary school principals in schools throughout the United States. In-service education, orientation, guidance at the elementary level, and promoting school-community relations are only a few of the topics included. The underlying emphasis is on better ways of helping children develop into well-adjusted citizens. The importance of recognizing and providing for the common needs of children and their individual differences is a recurrent theme in the descriptions of practices designed to achieve this goal.

9. *†**Desirable Athletic Competition for Children.** [Amer. Assn. for Health, Physical Education, and Recreation, N.E.A., 1201 16th St., N.W., Washington 6, D.C.] 1952. 46 pp. 50c. Quantity prices.

This report of the Joint Committee on Athletic Competition for Children of Elementary and Junior High School Age outlines the study on which the Committee's recommendations are based. The opinions of authorities in the fields of medicine, psychiatry, psychology, education, and child development were sought regarding the effects of athletic competition of various kinds on children. The basic results of the study are

recommendations that a program of instruction in physical education for all boys and girls be given priority over other forms of athletic participation and that there should be no interschool competition of a varsity pattern for children at these levels.

10. *An Introduction to Elementary Education. C. V. Millard and Albert J. Huggett. [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.] 1953. 365 pp. \$4.75.

This book was written for beginning students in elementary education. It discusses the fundamental concepts of child growth and development and the qualities which make for success as a teacher, giving background material on current educational theory. After a discussion of the social and cultural backgrounds of education and their implications for prospective teachers, the author discusses the status and standards of preparation and certification for teaching, and reviews the opportunities within the teaching profession. Since a wealth of vocational material is presented, the book has value for high school seniors considering preparation for the teaching profession. The list of audio-visual aids which is included will supplement college course presentation of the subject.

EDUCATION, GENERAL

11. Friedrich Froebel and English Education. Evelyn Lawrence, Ed. [Philosophical Library, Inc., 15 E. 40th St., New York 16.] 1953. 248 pp. \$5.00.

To commemorate the one hundredth anniversary of the death of Friedrich Froebel—one of the men to whom modern educational thought is most indebted—the National Froebel Foundation invited five educators prominently associated with the current Froebelian movement in England to assess the contributions of this great educator to English education. As a summation of the history of the kindergarten movement and as a study of comparative philosophy of education this book will prove a valuable reference for American educators.

12. How to Evaluate Students. Henrietta Fleck. [McKnight & McKnight, 109 W. Market St., Bloomington, Ill.] 1953. 85 pp. \$1.00.

This booklet on evaluation discusses the ways in which home economics teachers can better understand their students in order to teach more effectively and better guide students to greater self-understanding and self-direction. Ways of identifying students' attitudes, values, and needs and of evaluating social adjustment and skill in human relations are a few of the aspects of evaluation covered by the booklet. Mention is made of some of the materials which will aid the teacher in evaluation procedure and there is a bibliography to guide further reading.

13. Private Independent Schools. James E. Bunting, Ed. 6th ed. [James E. Bunting, Wallingford, Conn.] 1953. 687 pp. \$5.00.

This directory for use by parents and guidance counselors lists private boarding and day schools, military schools, junior colleges, and vocational schools. Two to four page descriptions of representative private schools cover such items as faculty, buildings and equipment, instruction plan, costs, and extra-curricular activities. The book also contains a directory listing alphabetically by state private schools in the United States, the District of Columbia, and Hawaii. There has been added in this edition a listing of junior colleges and other special schools offering high school graduates training in such areas as business methods, merchandising, homemaking, and the fine arts.

14. Teaching for Better Schools. Kimball Wiles. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1952. 397 pp. \$4.00.

This book on human relations in the school discusses ways in which the environment most conducive to learning can be created. The components of such an environment and the teacher's role in helping students learn are parts of the discussion. Attitudes of teachers and students—their effects and importance—receive emphasis throughout the book. In addition to human relations, techniques of evaluation, cooperation—between home, school, and community—and individual guidance are some of the other topics handled. Some of the studies which have influenced current thinking on teaching techniques are presented and a bibliography for further reading is included.

EDUCATION, HIGHER

15. The Conflict in Education. Robert M. Hutchins. [Harper & Bros., 49 E. 33rd St., New York 16.] 1953. 122 pp. \$2.00.

This book is based on lectures delivered at the University of Uppsala in 1951 and at the University of Toronto in 1952. In it Mr. Hutchins discusses the end of education and how this end can best be served. In the course of the book he examines current educational theories and explains what, for him, are their inadequacies. His belief in the values of liberal education—based ultimately on the rationality of man—is presented and supported in a manner which will challenge the thinking of those who are in opposition to his views.

EDUCATION, SECONDARY

16. The Double-Purpose High School. Franklin J. Keller. [Harper & Bros., 49 E. 33rd St., New York 16.] 1953. 207 pp. \$3.00.

The double-purpose high school is one which combines preparation for college with vocational training. The author of this book describes it as planned to meet the needs of those students—about 10 percent of the total high school population—"who have a deep interest in a useful occupation and a receptiveness for the liberal arts." The book summarizes and compares the curriculum and graduation requirements of a number of general and vocational high schools. It contains descriptions of the experiences of 12 double-purpose high schools in the United States and statements from former students evaluating the education they received in double-purpose schools. Parents, teachers, and administrators will be interested in this report.

17. The Junior High School: Today and Tomorrow. Gertrude Noar. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1953. 373 pp. \$4.75.

This book was planned for use by teachers, administrators, and supervisors concerned with the functioning of the junior high school. The author's concern with meeting the needs of youth is apparent throughout

the book. These needs which the junior high school is to fulfill are outlined and the roles of educators and the community are considered. The core curriculum is the organizational basis of the junior high school described here and individual differences and teaching techniques are two of the topics handled within this framework. The book has been planned for use as a text for education courses and includes descriptions of class activities, outlines, and learning activities for members of pre- and in-service training courses.

18. Physical Fitness through Physical Education for California Secondary School Boys. [State of Calif., Bureau of Health Education, Physical Education, and Recreation, State Education Bldg., 721 Capitol Ave., Sacramento 14, Calif.] 1953. 76 pp. Free to Calif. secondary schools, 75c to others. Supply limited.

This guide will interest secondary school administrators and instructors in physical education. It outlines a program of physical education which meets the needs of all boys while emphasizing the conditioning phases of the program for senior boys facing probable induction into the armed forces. The details of planning, organizing, and administering such a program are covered. The discussion of a coeducational program of activities includes a list of standards for specific activities suitable for coeducational events. Current emphasis on the developmental aspects of physical education—through preinduction physical fitness programs—is reflected in the section describing activities for boys.

EXCEPTIONAL CHILDREN

19. New Hope for the Retarded. Morris P. and Miriam Pollock. [Porter Sargent, 11 Beacon St., Boston 8, Mass.] 1953. 176 pp. \$4.50.

This book is for the parents and teachers of retarded children and for students and workers in the fields of mental health and abnormal child psychology. There is reassurance for parents on the educability of retarded children and suggestions for making the home life of these children a contributing factor to their sense of personal worth. The authors draw on their experi-

ences with retarded children in the discussion of educational programs and curriculum content. Copies of the record forms used at Pollock School, the method of speech development in children whose only sound was a cry, and descriptions of educational devices which grew out of experience with retarded children will prove of value to teachers of special classes and parents. Descriptions of handwork projects and parties, entertainment themes, and references for further reading are included.

FAMILY LIFE

20. Parent and Child. James H. S. Bossard. [Univ. of Pennsylvania Press, 3436 Walnut St., Philadelphia 4, Pa.] 1953. 308 pp. \$5.00.

This book, written from a sociological viewpoint, is intended for parents, parents-to-be, marriage counselors, and students of family life and child behavior. Professor Bossard offers the hypothesis that a thorough understanding of the child must come chiefly from observations of the commonplace aspects of the child's life. How, for example, does the size of a family affect the behavior of the developing child? What is the optimum size most conducive to the full development of the child? What about the age most effective for parenthood? What about the formative influence of interclass marriage? Does the father's occupational status mean anything to the child? These are some of the questions that the author attempts to answer. Professor Bossard bases his answers on more than 500 original case studies of ordinary day-to-day human situations. He considers the effects of the social factors involved in everyday family living and their broad significance for the optimal development of children.

FAMILY LIFE EDUCATION

21. Reading in Marriage and the Family. Judson T. Landis and Mary G. Landis, Eds. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1952. 460 pp. \$4.95.

This compilation of research studies was planned for use either as a reference source or text for courses in marriage or the family.

Among the sections are ones on the contemporary family, mate selection, divorce, and modern woman's role. The list of contributors includes Margaret Mead, Paul Popenoe, Lester Kirkendall, Lewis Terman, and O. Spurgeon English.

HEALTH AND HYGIENE

22. †Health Needs and What to Do About Them. [Committee for the Nation's Health, 2212 M St., N.W., Washington 7, D. C.] 1953. 16 pp. 15c. Quantity discounts.

This booklet is a summary and interpretation of the longer report prepared by the Commission on the Health Needs of the Nation in 1952. The commission made an extensive survey of health conditions throughout the country and drew up specific recommendations for improving present facilities, eliminating critical shortages of facilities and personnel, and strengthening the people's ability to pay for needed care. The booklet discusses briefly the findings and records of the commission, illustrates facts graphically, and suggests local uses for the information presented.

MENTAL HYGIENE

23. †Haunted House. [Dept. of Mental Hygiene, State Office Bldg., Albany, N. Y.] 1953. 10 pp. Single copies, free.

This booklet deals with the basis of most emotional difficulties—fear. Cartoon humor is used to point out that many of the fears which haunt people are unfounded. Sound mental health principles on the handling of unreasonable fears of the past, present, and future form the basis of the text accompanying the illustrations. The booklet should be an effective device in programs aimed at teaching mental health.

24. †Helping Children Adjust Socially. Better Living Booklet. Paul H. Landis and Joanne Haer. [Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.] 1954. 48 pp. 50c. Quantity discounts.

This booklet deals with how parents and teachers can help children to adjust socially—to their immediate environment, to family and school, and to the wider community. The writers feel that one of the most important things parents can do to assure their child's social adequacy is to accept him for what he is rather than what they would like him to be. The child needs help in changing what can be changed, accepting his limitations, and focusing on the improvement of his strong points. Other sections of the booklet deal with helping children adjust in school, special problems of adjustment, and helping the child who is socially inadequate. A bibliography for further reading is included. Author Paul H. Landis is State Professor of Rural Psychology, State College of Washington. Joanne Haer is a former teacher of emotionally disturbed children.

MILITARY SERVICE

25. **Student Deferment in Selective Service.** M. H. Trytten. [Univ. of Minnesota Press, Minneapolis 14, Minn.] 1952. 140 pp. \$3.00.

This book describes the historical developments which led to the establishment of selective service. The considerations basic to the policy of student deferment and the operation of this policy are explained. In the discussion of the Reserve Officers Training Programs the dangers in extension of these programs are pointed out. Charts and graphs illustrate the composition of the manpower pool and present and projected military manpower needs. The book also contains the reports of the Scientific Advisory Committees.

OCCUPATIONAL INFORMATION

26. **†The Collection and Dissemination of Educational and Occupational Information.** [State Dept. of Vocational Education, Room 400, State Office Bldg., Phoenix, Ariz.] 1953. 38 pp. 25c. Supply limited.

This bulletin discusses the reasons for supplying students with educational and occupational information. Socio-economic de-

velopments are assigned a major role in contributing to students' need for knowledge of job qualifications, employment trends, and the requirements and advantages of education beyond the high school level. Methods of imparting information of this nature to students are discussed under two headings—group and individualized procedures. The list of sources of educational and occupational information include general suggestions, specific titles, and publishers' addresses.

PARENTS AND TEACHERS

27. **†Parents' Guide to Successful Conferences.** [Arlington County Public Schools, Office of the Superintendent, Arlington, Va.] 1952. 12 pp. 30c in stamps.

This booklet explains the purpose of parent-teacher conferences and discusses the reasons for the development of this method of reporting on children's progress. It lists some of the topics which are covered in the conference and tells parents how advance planning on their part will help make the conference more helpful both to them and to the teacher. There is also a summary of the results of a questionnaire on attitudes held by more than 6,000 parents in Arlington County toward the conference method of reporting.

28. **†Suggestions for Cornell Child and Adult Study Clubs.** Margaret Wylie. Bulletin No. 745. [Mailing Room, New York State College of Agriculture, Ithaca, N. Y.] 1953. 29 pp. Single copies, free to residents of N. Y. State. 5c to non-residents, except those in college teaching, extension, or research. (Order by postal card.)

This bulletin describes the purposes and outlines the steps in the formation of clubs for the study of children or of adult relationships. Recommendations are offered on the size of the group, frequency of meetings, and number and duties of officers. There are suggestions on types of meetings and how to conduct them, a list of selected

references on leadership and discussion techniques, and sample record forms developed by Cornell child and adult study clubs.

READING

29. **The Psychology of Teaching Reading.** Irving H. Anderson and Walter F. Dearborn. [Ronald Press Co., 15 E. 26th St., New York 10.] 1952. 382 pp. \$4.75.

While planned as a text for courses in the psychology and teaching of reading, this book will also be helpful to teachers in service who want information and background on modern methods of teaching reading. The background material presented by the authors consists, in part, of the results of studies of child development, of visual processes during reading, and of investigations in the field of learning. The psychological bases for various methods of teaching reading, i.e., the phonetic, word, and phrase methods, are discussed and a combination of methods is used to outline a beginning reading program. The discussion on measurement and evaluation of achievement in reading discusses the uses and limitations of standardized reading tests, both achievement and diagnostic.

SCHOOL ADMINISTRATION

30. **†School District Liability.** [Amer. Assn. of School Administrators, N.E.A., 1201 16th St., N.W., Washington 6, D. C.] 1953. 23 pp. 50c.

This pamphlet discusses school board and school district liability for injuries to persons or property. Since school districts and boards are agents of the state and operate under the laws of their respective states the pamphlet does not attempt to answer specific questions on liability. It does discuss the general immunity from liability which prevails, its limitations, and the growing dissatisfaction with immunity which has resulted in abrogation by California, Washington, and New York. The pamphlet brings out some of the objections to abrogation

and emphasizes the necessity of administrative personnel becoming familiar with state laws pertaining to school district liability.

TESTS AND SCALES

31. **†Classified Index of Tests and Reviews in The Fourth Mental Measurements Yearbook.** [The Gryphon Press, 220 Montgomery St., Highland Park, N. J.] 1953. 60 pp. Free.

This booklet lists the tests, test reviewers, and publishers represented in *The Fourth Mental Measurements Yearbook*. The Fourth Yearbook covers the period 1948 through 1951 and consists entirely of new material. Educators will find this handy index to the latest volume of critical test reviews valuable.

The Fourth Mental Measurements Yearbook. Oscar Krisen Buros, Ed. The Gryphon Press, 220 Montgomery St., Highland Park, N. J. 1953. 1,189 pp. \$18.00.

32. **Measurement in Education.** A. M. Jordan. [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.] 1953. 533 pp. \$5.25.

Professor Jordan's *Measurement in Education* contains the history, the philosophy, the purposes, and descriptions of outstanding tests as well as some of the underlying principles in the construction of tests. In clear, unambiguous terms, the first section of this book deals with the problems of measurement in the area of educational achievement; the second section takes up the measurement of intelligence; the third is concerned with personality inventories; and the fourth is a short section dealing with the usual statistical concepts relating to test interpretation. Stress is laid on the improvement of teacher-made tests and on test interpretation. The book makes extensive reference to bibliographical material, and it succeeds in placing educational measurement in the context of the entire school program.

FOR THE STUDENT

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIAL

CURRENT AFFAIRS

33. †**How to Read the News.** *Junior Life Adjustment Booklet.* Per G. Stensland and Larry Dennis. [Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.] 1954. 40 pp. 50c. Quantity discounts.

Do boys and girls in upper elementary and junior high school know how to keep up with the news? Pupils can learn how to read a newspaper intelligently. *How to Read the News*, the most recent in the series of SRA's Junior Life Adjustment Booklets, shows boys and girls how to read and understand a newspaper. The booklet explains how newspapers are made up and shows how news is gathered, prepared, and printed. It also discusses some of the factors that can change or influence the news before it gets into print. Many hints are given on how readers can determine if news is fact or fiction and how they can learn to detect such devices as hidden editorial policy, weighted news, and slanted headlines. The booklet shows how the reader himself can change the news as well as how the producers of the news—the editors, reporters, copy writers, typesetters, printers — can change the news. The point is emphasized that a free press is important to our democratic way of life, and readers are shown the part they can play in keeping our press free. Helpful charts and checklists are in-

cluded. The authors of *How to Read the News* are Per G. Stensland, Professor of Education, Texas Technological College, and Larry Dennis, editorial writer, *Des Moines Register and Tribune*.

EXTRACURRICULAR ACTIVITIES

34. **Your School Clubs.** Nellie Zetta Thompson. [E. P. Dutton & Co., Inc., 300 Fourth Ave., New York 10.] 1953. 317 pp. \$3.50.

This handbook on the activities of school clubs contains information for administrators and teachers as well as faculty advisors and club members. The author reviews the development of the student activities movement and current thinking on such topics as club organization, functions, membership requirements, and values. The second part of the book is given over to the discussion of club activities. A representative listing of the headings in this section—arts, crafts, careers, service, and hobby organizations—indicates the wide range of activities for which suggestions are made. Popular club names, field trips, program topics, and special events are suggested for each activity. Reading references and sources of further information are listed at the end of each chapter.

JOB HUNTING

35. †**Letter to a Stranger.** Betsy Day. [Mademoiselle, 575 Madison Ave., New York 22.] 1953. 3 pp. 10c. Reprinted from *Mademoiselle*, September 1953.

This reprint on letters of application is based on interviews with the people in a wide variety of fields who read these letters. Their combined ideas on the basic content and format of the letter of application and résumé will prove helpful to the young applicant. The article emphasizes the importance of obtaining background material on the firm for which the letter is intended. The values of having a clear idea of its operations, working conditions, and starting jobs and salaries are presented. The reprint describes some of the personal variations among the standards held by personnel people and warns against common mistakes. Follow-up technique should the letter of application result in an interview is also covered.

JOB SATISFACTION AND SUCCESS

36. †**Keys to Etiquette for the Business Girl.** Marilyn French. [The Dartnell Corp., 4660 Ravenswood Ave., Chicago 40.] 1953. 63 pp. 40c. Quantity prices.

This booklet on business etiquette describes ways of establishing a successful working relationship with supervisors and co-workers. It contains checklists describing possible responses to office situations and tips for keeping interpersonal relations free of friction. The author discusses ways of getting acquainted with fellow employees, and warns against becoming wrapped up in a job to the exclusion of other interests. Telephone technique, forms of address, and business trips are other topics covered by the booklet. This information will be of interest to beginners as well as to those workers who have been in the business world for some time. A 25 per cent discount on the quantity prices is allowed to schools and students.

SOCIAL AND PERSONAL ADJUSTMENT

37. †**A Guide to Logical Thinking.** Life Adjustment Booklet. William M. Shanner. [Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.] 1954. 48 pp. 50c. Quantity discounts.

This latest Life Adjustment Booklet will help boys and girls develop habits of logical thinking. Starting with a discussion of how the different ways we use words affect our thinking, the author, William M. Shanner, Executive Director, University of Oklahoma Research Institute, goes on to discuss how proper use of generalizations, theories, and deduction can aid us in thinking clearly. He also points out the pitfalls to avoid when using these techniques of logical thinking. Dr. Shanner presents and explains techniques which unscrupulous people may use in attempts to keep us from thinking logically and explains how superstition, prejudice, and strong feelings can blur our thinking. The booklet also includes a bibliography for further reading.

38. **Maggie Daly's Guide to Charm.** Maggie Daly. [Dodd, Mead & Co., 432 Fourth Ave., New York 16.] 1953. 175 pp. \$2.50.

In this book Maggie Daly, model and fashion coordinator, draws on her experiences in the world of fashion to help girls achieve the poised, well-groomed look that models have. Care of skin and hair, selection of clothes and make-up, and sewing hints that will stretch a limited budget are included. Miss Daly's interviews on fashions with prominent men and women are interesting for the varied points of view presented. The chapter on modeling as a career does not gloss over the difficulties in this field where competition is keen but discusses opportunities, requirements, and salaries for the girl who is determined to be a model.

VOCATIONAL MATERIAL

ADVERTISING AND PUBLIC RELATIONS

39. **Careers in Advertising.** Juvenal L. Angel. 2nd ed. [World Trade Academy Press, Inc., Suite 518, 11 W. 42nd St., New York 36.] 1953. 24 pp. \$1.00.

This revised and enlarged edition surveys the field of advertising in general briefly and warns aspirants of the need for preparation and of the keenness of competition in this field. It describes the work of the advertising director, account executive, the assistant to either of these men, art director, radio-television assistant, copy writer, and the related position of public relations director. Salaries, places of employment, and training are aspects of these positions covered by the author. A list of the leading universities and colleges having comprehensive programs in advertising, a typical program of courses, and a bibliography covering several phases of advertising work are included.

AGRICULTURE

40. **Opportunities in Horticulture.** C. Owen Brantley. Rev. ed. [Vocational Guidance Manuals, 45 W. 45th St., New York 36.] 1953. 96 pp. \$1.00.

This manual describes the growth of commercial horticulture and job opportunities which exist in its various divisions. Preparation for a career in this field through college training or special courses taken while employed is discussed. The manual considers three of the special departments—advertising, research, and photographic—which exist in commercial firms and describes job requirements for these departments. Other points covered are the prevailing salaries for a variety of positions in this field and the opportunities existing in related fields. There are references for further reading and a list of agricultural colleges.

AIR TRANSPORTATION

41. **†Airline Hostess Chart.** [Mademoiselle, 575 Madison Ave., New York 22.] 1953. 1 pp. 5c. Reprinted from *Mademoiselle*, September, 1953.

This chart lists the physical, educational, and/or business experience requirements of the following airlines: International, Capital, Delta-C&S, Eastern, National, Northwest Orient, Pan American, Trans World, United, Western, and the independent (non-scheduled) lines. It mentions the language requirement for the international lines and the schools from which airlines without training programs select stewardesses. The length of the course given by the other lines, whether expense-paid or not, pay schedule, and base cities, are other aspects covered by the chart.

ARMED FORCES

42. **†U. S. Navy Occupational Handbook for Men.** [Bureau of Naval Personnel, Dept. of the Navy, Washington 25, D. C. ATTENTION: Pers-B632.] 1953. 88 pp. Free.

This occupational handbook on the Navy's job structure was planned for classroom guidance or reference use by teachers, counselors, and librarians. Supplementary information on the recruiting policy for the secondary schools, on requirements for enlistment, and indexes relating Navy ratings to civilian jobs and school subjects are included. The vocational information which is classified by occupational group, i.e., deck, electronic, construction, aviation, gives the duties and responsibilities, requirements, and Navy training for each rating. The book also contains material on the Officer Candidate School, submarine service, nurse corps, and aviation cadet programs.

43. **†U. S. Navy Occupational Handbook for Women.** [Bureau of Naval Personnel, Dept. of the Navy, Washington 25, D. C. ATTENTION: Pers-B632.] 1953. 48 pp. Free.

This first edition of the handbook on the opportunities for women in the United States Navy is as planned for use in occupations courses and as a reference book for students and counselors. It contains descriptions of the 27 job ratings open to women, of the opportunities for continuing education while in service, and of the advantages afforded by the "Korean G.I. Bill of Rights." Among the 27 jobs for which information on duties and responsibilities, qualifications, training, and rate of advancement is given are electronics technician, storekeeper, draftsman, parachute rigger, hospital corpsman, and dental technician. There is a civilian job index correlating Navy and civilian jobs and a school subjects index showing those courses directly related to Navy job ratings.

BUILDING TRADES AND CONSTRUCTION

44. †**Plumber.** Rev. ed. [The Guidance Centre, Ontario College of Education, Univ. of Toronto, 371 Bloor St. West, Toronto 5, Ont.] 1953. 4 pp. 20c; 12c in Canada.

This monograph on the work done by plumbers describes the nature of the work involved in installing and maintaining the pipes and fixtures used for conveying water, sewage and gases. Working conditions, wages, hours, and unionization form parts of the discussion. The monograph covers apprenticeship training and gives the usual wage for each year of this period in terms of percentages of the journeyman's wage. Advantages, disadvantages, and requirements of the trade are discussed and references for further reading are included. While some of the information contained in the monograph applies only to Canada, much of it is applicable to the United States as well.

BUSINESS AND MANAGEMENT

45. †**Labor Relations Specialist.** [Chronicle Guidance Publications, Moravia, N. Y.] 1953. 4 pp. 50c.

This brief on the work of the labor relations specialist describes the economic and legal changes which contributed to the development of this specialty. The duties in-

volved in a position as labor relations specialist employed by private industry, labor organizations, or the federal government are explained and physical and mental strains which are likely to accompany performance in this field are brought out. These pressures demand skill in human relations—tact, integrity, confidence—and stamina on the part of the persons in this work. The brief describes some related positions, mentions a few of the schools offering preparatory courses of study, and lists references for further reading.

GOVERNMENT AND PUBLIC SERVICE

46. †**Career as Probation and Parole Officer.** [B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D. C.] 1953. 6 pp. 20c.

This brief on probation and parole work discusses the development of this field and predicts a gradual increase in the number of probation and parole officers. It covers the nature of the work done by these officers and the educational and personal requirements of the field. Median salary figures from a 1952 survey of the National Probation and Parole Association are quoted. The brief discusses advancement opportunities and the supervisory duties of the chief probation or parole officer. Those interested in this civil service career are referred to the National Probation and Parole Association for further information.

HEALTH

47. †**Pathologist.** Sarah Splaver. Occupational Abstract No. 166. [Personnel Services Inc., Peapack, N. J.] 1953. 6 pp. 50c. Special to students, 25c.

This abstract on the medical specialty of pathology discusses the work done by pathologists and the educational preparation required for recognition as a specialist in pathology. The expense involved in this educational preparation is mentioned as the chief disadvantage of the profession. The abstract also lists references for further reading.

48. †**Shall I Study Pharmacy?** [R. A. Deno, Secretary, Amer. Assn. of Colleges of Pharmacy, Univ. of Michigan, College of Pharmacy, Ann Arbor, Mich.] 1953. 33 pp. 35c. Quantity discounts.

This career brochure provides general information for prospective pharmaceutical students and cites sources of further, more specific information. It covers such topics as high school and college preparation, the kinds of work done by pharmacists in retail and wholesale drug firms, and graduate study. Opportunities for advancement, earnings, and working conditions are other aspects of pharmacy which are included in the discussion. There is also a list of accredited colleges of pharmacy in the United States and a list of questions and answers relating to the study of pharmacy. Guidance counselors and students will find this booklet helpful.

HOME ECONOMICS

49. †**The Dietitian.** [Simmons College, 300 The Fenway, Boston 15, Mass.] 1953. 4 pp. Free.

This bulletin describes preparation for a career as a dietitian. It mentions some of the college courses which the student will take and points out that the graduate may either enter the field directly or take one of the three types of fifth-year internships—administrative, hospital, or food clinic. The kinds of organizations which employ dietitians, the personal qualities needed for success, and the salary range in this profession are other points covered by the bulletin.

INSURANCE

50. †**Insurance.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1953. 17 pp. 5c.

This fact sheet defines the seven branches of the insurance field: life, health, casualty, fire, marine, inland marine, and fidelity-surety. Beginning jobs, usually clerical, and advanced jobs within the divisions of an insurance company are described. Among

the advanced positions covered are those as agent, actuary, underwriter, and investor. The emphasis within this field on continuing education and preparation for advancement is brought out and some of the opportunities offered by companies are mentioned. A list of sources for further information is included.

RECREATION

51. **Sunny, the New Camp Counselor.** Lucile G. Rosenheim. [Julian Messner, Inc., 8 W. 40th St., New York 18.] 1952. 179 pp. \$2.50.

This novel tells of the experience of Sunny Kendall during her first summer as counselor in a low-cost agency camp. Her relationships with the rest of the staff and her work with the young campers provide descriptions of one aspect of social work. Readers interested in a social service career will find reading of this novel rewarding.

SCIENCE

52. †**Professional Opportunities in Mathematics.** [Professor H. M. Gehman, Mathematical Assn. of America, Univ. of Buffalo, Buffalo 14, N. Y.] 1951. 24 pp. 25c. Quantity discounts.
Reprinted from *American Mathematical Monthly*, Vol. LVIII, No. 1, Jan., 1951.

This report discusses the kinds of jobs in education, business, and government open to college graduates with mathematical training. Descriptions of the work done by mathematics teachers at the secondary school and college levels, by mathematicians employed by industry and the government, and by actuaries are included. The report suggests courses which, combined with mathematics, will prepare students for the positions described and gives estimated salary figures for a range of positions within education, business, and government. The amount of training needed beyond the bachelor's degree and positions in research are additional parts of the topic covered. A bibliography will direct further reading.

SOCIAL SERVICE

53. †**Careers in Social Work.** [Natl. Committee on Social Work in Defense Mobilization, 1 Park Ave., Room 810, New York 16.] 1953. 8 pp. Up to 5 copies, Free.

This pamphlet describes some of the problems which social workers are called on to help solve. Their cooperation with doctors, teachers, probation officers, and others who work on human problems is brought out. The discussion of educational preparation recommends the inclusion of courses in sociology, biology, psychology, economics, and political science and the attainment of a master's degree. The personal qualities which contribute to a social worker's success are also covered. There are sources of further information on this career.

TRANSPORTATION EQUIPMENT

54. †**Employment Outlook in the Automobile Industry.** Bulletin No. 1138. U.S. Dept. of Labor. [U.S. Govt. Print. Off., Washington 25, D. C.] 1953. 33 pp. 25c.

This bulletin describes the automobile industry and the automobile manufacturing process from planning to final assembly. Specific technical and professional jobs, plant occupations—metal working, assembling, inspecting, finishing, and material movement and maintenance—and administrative and office jobs are covered by the bulletin. There is information on the training and other requirements of the jobs described. Working conditions, labor organizations, and earnings are other topics covered. The discussion of long-range prospects for this industry will be of value to students considering a career in any branch of the automotive industry.

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